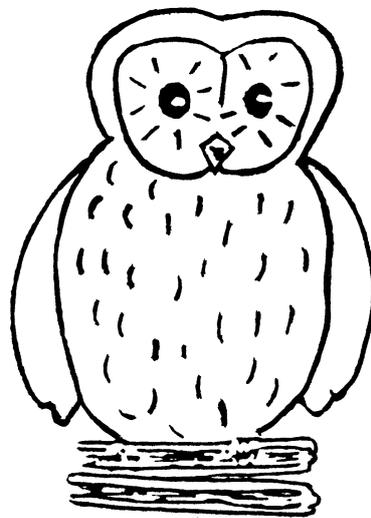


# Overstone Primary School



## Health & Safety Policy (including Risk Assessment)

Approved by the governing body through the Resources Committee June 2019  
Due for Annual Review in June 2020

At Overstone Primary School we have a clear understanding of how children learn and continually strive to provide the best possible conditions to facilitate this. We acknowledge that we live in a changing world and that we need to prepare our children for tomorrow's needs. Consequently we not only place value on the key skills of reading, writing, oral communication and mathematical understanding, but also on developing skills for life in modern Britain. We aim to deliver a world class curriculum that will challenge and inspire all our pupils and prepare them for the future.

We have three overall aims:

Pupils will become:

- Successful learners who achieve and enjoy learning
- Confident individuals who can live safe and healthy lives
- Responsible citizens who make a positive contribution to society and achieve economic well being

### GOVERNING BODY'S STATEMENT OF INTEREST

In line with the overall LA Health and Safety Policy, the Governors of Overstone Primary School have regard for the Health and Safety of pupils, staff and visitors.

The Governors accept the following responsibilities

1. The setting in place of an organisation for managing the Health & Safety within the school including
  - a. Maintenance of training programmes
  - b. Health and Safety inspections
  - c. Safe systems of work
  - d. Reporting of all accidents
  - e. Health and Safety reports
  - f. All necessary precautions to Health and Safety of non-employees
2. Making appropriate arrangements for ensuring a safe and healthy working environment
3. Monitoring and evaluating to ensure the policy is being met
4. Ensuring that all employees are familiar with and implement the policy and accept responsibility for health and safe, working conditions in the school and grounds
5. Ensuring that all employees:-
  - report accidents
  - keep the Health & Safety Policy
  - Inform the Head teacher of any defects that have been found
  - co-operate in taking responsible precautions
  - use equipment sensibly
6. Day to day responsibilities
  - a) Head
    - liaise with Governors
    - Attend Resources Committee meetings
    - Report problems, where necessary, to the LA
  - b) Teaching Staff, Classroom Support, Clerical Staff and Cleaner in charge
    - check classroom safety
    - check equipment is safe
    - ensure safety procedures are followed
    - ensure protective equipment is used when necessary
    - consult a First Aider (See Appendix 1) and report accidents
  - c) Lunch time Supervisors

Whilst recognising that children need freedom to play the supervisors should ensure that:

- children play sensibly recognising the need for care for themselves and others
- rules regarding play are kept and that there is safe, sensible behaviour with play apparatus
- children are always under adult supervision
- any accidents are referred to one of the First Aiders

## ARRANGEMENTS FOR SATISFYING POLICY

### SECURITY

The main entrance to the School comprises a porch with outer and inner sets of double doors. The inner double doors remain locked at all times. There is a bell by the inner double doors for visitors to ring. Children are not allowed at any time to let any visitor(s) through the inner double doors, whether they know the visitor(s) or not. The double doors in the link corridor and the single door in the Key Stage 2 building are kept locked, with a keypad door lock for staff to use to enter and exit the building.

### End of School Day

The teacher whose class leaves first, will open the front door and this will be closed after the children have left the playground.

On the occasions where a member of staff is alone in the school, every effort must be made to ensure his/her safety.

### Visitors

The visitor's book is in the entrance lobby. It is the responsibility of the adult who allows the visitor in to ensure that ALL visitors sign the book. Visitors include parent-helpers, Governors, representatives of business etc. anybody who is not a paid member of staff and is not merely collecting or delivering or literally calling for just a minute. All visitors are required to wear an identification badge; this can be provided by the school. They must also sign to verify that they have received and read our Safeguarding Leaflet.

### Lettings

A Premises and Public Entertainment Licence is held by the School in the name of the governing body. Anyone hiring the School for personal or educational use will be made aware of the Health and Safety Policy and be expected to adhere to it (see Lettings Policy). No alcoholic beverages can be sold directly or indirectly unless a Liquor Licence has been obtained in advance through a Temporary Events Notice application.

### Fire Safety

We have made arrangements for the provision and maintenance of effective fire precautions including:

- Regular fire drills
- Annual fire equipment checked by approved contractor
- All doors are easily unlocked from the inside and are free of any obstruction
- Fire exits are clearly marked
- The Boiler Room area is kept free of inflammable material.

In case of fire the following procedures are to be observed.

- The person discovering the fire should sound the alarm by ringing the fire bell.

- The Fire Service to be notified by dialling 999.
- When the fire bell rings, everyone should leave the building immediately by the nearest exit. Each class teacher will escort their class off the premises through the nearest safe exit as specified in our fire drill arrangements. Everyone will leave the building in a quiet, calm manner. All doors should be closed on leaving.
- Any child who is not with a teacher at the time of the fire alarm should leave the building by the nearest door and join their own class.
- Assembly point – PLAYGROUND (MUGA)
- The Admin Assistant will take the Visitors Book to the playground.
- The class teachers will take their fire registers from the classroom and count their children, immediately the group has lined up in the playground. If necessary, the register will be checked and any missing child will be reported immediately to the Head teacher.
- On no account should any person re-enter the building until the “All Clear” has been given.

### For information

Fire Extinguishers are located:

- in the corridor by Class 1
- by the rear exit
- in the Key Stage 2 building
- in the staffroom
- in the first of the 2 store cupboards in the hall
- in the barn in Reception

There is a fire blanket (BS6575) in the staffroom.

### First Aid

As far as is practicable, there should be a minimum of one Trained First Aider on the premises at any given time. A list of the Trained First Aiders can be found in the staffroom and in the school office.

### Equipment

The main First Aid Box is kept in the staff room and is clearly marked. This contains at least the LA’s suggested minimum list of equipment.

### The Administration of First Aid

Advice to any person administering First Aid:-

First Aiders are advised to cover all exposed cuts and abrasions with a waterproof dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn. Contact with patient’s blood or other body fluids should be washed off with soap and water and clean cold tap water for lips, mouth, eyes or broken skin. Whilst mopping up blood or body fluids, disposable plastic gloves must be worn and paper towels used. These should be disposed of in a sealed plastic bag. Surfaces should be wiped down with a solution of a suitable disinfectant.

If a pupil or member of staff has a minor accident then that person is either brought to the First Aider or the First Aider is asked to attend. The First Aider dealing with the injury records the incident in the Accident Book in the Office.

After any knock to the head, a note is sent to the parent informing them of the incident and precautions to be taken. If the child appears to have any signs of concussion then the parent is notified by telephone and asked to come to the school. If parent cannot be contacted then child

will be taken to the Northampton General Hospital Casualty Department by a member of staff. The parent will be contacted as soon as possible.

In the case of a major accident a First Aider should be contacted and the Head teacher should be notified. The case will be assessed and the parents contacted. If parent cannot be contacted a decision will be taken by the First Aider and the Head teacher as to the most practical way of getting further treatment for the patient. This may be a car journey to Northampton General Hospital. The parent would be contacted as soon as possible. If necessary an ambulance will be called.

Accident notification procedures:-

Major -       First Aider  
              Head teacher  
              Parent  
              Health and Safety Officer (Tel. No. 236358)  
              Complete accident form

Minor -       First Aider  
              Class Teacher  
              Parent  
              Record in Minor Accident Book

### Design & Technology (DT)

We ensure that full risk assessments are carried out prior to all activities where a risk to health, safety and wellbeing is identified. DT risk assessments are completed specifically for each TASC project.

Before beginning design and technology activities staff must ensure that :-

- . There is sufficient working space for the children
- . Floors and work surfaces are kept clean and tidy
- . All tools used must be of good quality, in good condition and stored safely
- . Protective aprons are used if necessary
- . The children have been instructed in safe practices, procedures and the use of protective equipment
- . Sensible use of adult helpers is undertaken by asking them to help with an identified 'high risk' activity, under the teacher's supervision
- . Parent helpers should be made aware of safety guidelines and risk assessments carried out if required
- . Certain activities are restricted to specific areas of the classroom and to specific age ranges, eg. Using the glue gun, food preparation
- . DT equipment is not left out and unsupervised.

## SUPERVISION

### Before School

Children should not arrive at school before 8.45am. The children will enter the playground through the pedestrian entrance. The bell will sound at 8.50am, when the children will line up in their classes.

### Playtime

All children have a morning playtime with the Reception and Key Stage 1 children also having an afternoon playtime. The children will always be supervised. At the end of playtime the hand bell will be rung and the children then line up.

### Wet Playtime

The children will remain in their classrooms. The teacher on duty will supervise the classes.

### Lunchtimes

The children are supervised by the lunch-time supervisors.

### After School

Parents collect their children at 3.15pm. If the parent hasn't arrived at school, the child is brought back into school until the parent arrives/contact is made.

### Medication

Prescribed labelled medicines will be administered by the school. These must be handed to Mrs Ash, Mrs Dobson or Mrs Barker. The parent must record the medication on a Medicine Consent Form, giving details of dosage and permission for the school to administer it. Parents with children needing medication for Asthma related problems should inform the school. The children's inhalers are stored in a readily accessible position in the office or for upper key stage 2 children, in a cupboard in the classroom. All staff members are aware of the requirements of any child with Special Educational Needs.

### Curriculum

General: Children will be taught how to use tools safely before beginning tasks. Use of all materials and tools will be monitored by class teachers and any defective items will be taken out of use either to be repaired or replaced.

### Physical Education

No jewellery should be worn during these lessons. Earrings should be removed by the children. Long hair should be tied back (nape of neck where possible). Please refer to Safe Practice in Education, which is kept in the Headteacher's office, for detailed safety guidance on the various aspects of Physical Education which we teach including gymnastics, swimming and Dance.

### Education Visits

When planning educational visits, the guidance within the DFE good practice guide, Health and Safety of Pupils on Educational visits (2001) is adopted.

When children start school, all parents are asked to sign a letter giving consent for their child to be taken off the school premises for short trips/outings. Parents must sign this statement of consent before their children can be allowed to be taken off the premises.

When a visit is arranged to take the children out of the locality a letter is sent to the parents giving details of the visit. They are asked to sign and return a consent form. A pre-visit by staff is made whenever possible. Appropriate risk assessments must be completed and shared with all staff attending the visit.

### Transport

When transport is arranged for children, checks should be made to ensure the suitability of the vehicle and that appropriate insurance is in place. All passengers on coaches and minibuses

should wear seat belts. There should be at least one supervising adult as well as the driver and children will be seated at all times. No child is to sit on the front seat or by the emergency door by the rear seat. When private cars are used parents/guardians must give their permission for this method of transportation – the driver must be licensed, adequately insured and suitable, the vehicle must have a valid MOT certificate, be road worthy and be fitted with seatbelts front and rear. Employees of the LA must have “business usage” insurance.

### Working Environment

The minimum temperature in all classrooms should be 18°C (15°C in the hall for PE lessons). There should be adequate ventilation in all rooms.

Smoking, vaping or use of e-cigarettes is not allowed in any part of the building or on the school site.

All rubbish and recycling should be securely deposited in the bins by the front gate at the end of every school day.

The Governing Body will aim to provide suitable working environments and practices designed to alleviate stress among the staff and pupils.

## ARRANGEMENTS FOR MONITORING AND EVALUATING THE POLICY

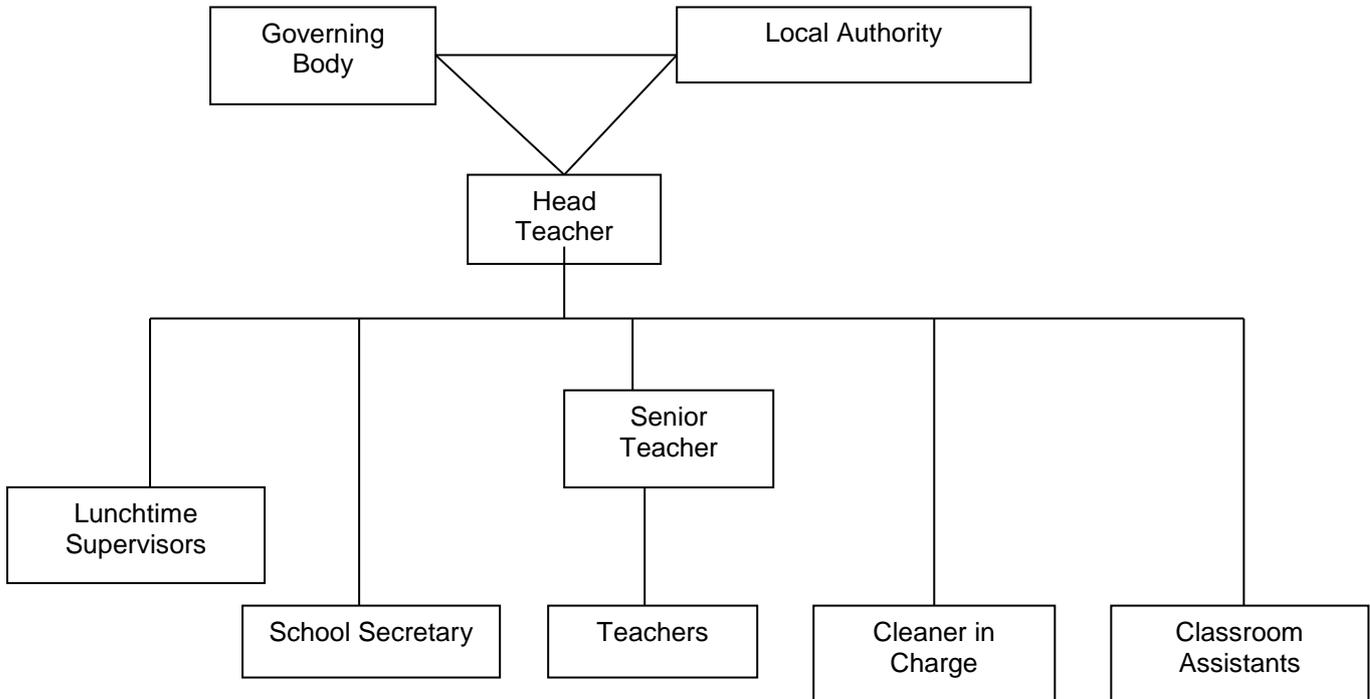
The Head teacher alongside all the staff (teaching and non-teaching), including Cleaner in Charge, will monitor the day to day defects and problems and take the necessary action. If of a more serious nature, the Governing Body and the LA will be informed.

The Resources Committee (sub-committee of the Governing Body) meet regularly. The monitoring and evaluation of the effectiveness of the Policy will be undertaken termly including routine inspections. The Resources Committee will provide the Governing Body with a report at least once a term.

All electrical equipment is subject to bi-annual inspection. If any equipment is found to be faulty, it is taken out of use and either repaired or replaced.

## MEANS OF ORGANISATION

In order to ensure that all staff are aware of their delegated responsibilities and duties regarding Health and safety, we have a management structure which identifies the lines of communication.



For additional information please consult:

Adverse Weather Policy  
Individual Curriculum Area Policies  
No Smoking  
No Dogs  
Educational Visits Policy  
PE H&S Policy

## OVERSTONE PRIMARY SCHOOL RISK ASSESSMENT

The enforcement of the Health and Safety Policy should ensure that risks are kept to a minimum. Risk assessments of particular activities should be included in the appropriate policies and documents i.e. off site activities, design and technology etc.

When a member of staff becomes pregnant it is necessary to complete a risk assessment specifically for that person, also a risk assessment will be completed for any children in school who are a cause for concern.

“There are no rules about how a risk assessment should be undertaken but in principle it should be carried out as part of a planning process when new tasks, activities, equipment premises etc are being considered and when material changes are being considered” (NCC Health and Safety Management Policy)

### **General Guidelines to avoid risks**

- Playground** a) in wet and wintry conditions unsafe areas are identified to prevent accidents  
b) moving vehicles are only allowed on the front playground out of school hours or escorted by a responsible adult.
- Hall** Children are only allowed to use the apparatus with a qualified teacher/coach. Training is given to ensure the correct method of moving and erecting equipment.
- Classrooms** The use and storage of any potentially dangerous equipment and all electrical equipment is strictly supervised by a responsible adult. Each member of staff is responsible for checking the condition of the equipment in their classrooms on a regular basis and reporting any concerns to the Head teacher.
- Staffroom** Children are only allowed to use the cooker under the supervision of a responsible adult. All cleaning materials are locked in the cleaner’s cupboard and are only accessible to a responsible adult. The Cleaner in charge is responsible for checking the condition of the cleaning equipment on a regular basis and reporting any concerns to the Head teacher.
- Office** The Secretary is responsible for checking the condition of all office equipment and reporting any concerns to the Head teacher. Risks associated with the use of VDU’s i.e. seating, eyestrain etc must be carefully monitored.
- Offsite** The member of staff in charge is responsible for ensuring the safety of all children and accompanying adults both on the journeys and at the location of the activity.
- Curriculum** Additional risk assessments are contained within specific Curriculum Policies.

All visitors to the school are strictly monitored.

Smoking or vaping are not allowed in any part of the school building or grounds.